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| ITU logo | INTERNATIONAL TELECOMMUNICATION UNION**TELECOMMUNICATIONSTANDARDIZATION SECTOR**STUDY PERIOD 2017-2020 | SG17-TD581 |
| **STUDY GROUP 17** |
| **Original: English** |
| **Question(s):** | All/17 | Geneva, 29 August - 6 September 2017 |
| **TD** |
| **Source:** | TSB |
| **Title:** | Template for A.1 justification for new work item (NWI) proposal |
| **Purpose:** | Information |
| **Contact:** | TSB | E-mail: tsbsg17@itu.int  |

Rapporteurs are asked to ensure ITU-T Rec. A.1 Annex A is used when submitting a NWI proposal for approval by SG17. ITU membership is invited to include in their Contribution such an A.1 justification for new work item (NWI) proposal when proposing a NWI.

This TD contains in Annex, a ‘Microsoft WORD template’ document, prepared by SG17 secretary based on ITU-T Rec. A.1 Annex A, to facilitate the generation of such A.1 justification.

Note – This template – with appropriate adaptations – shall **also** be used when proposing a new work item for a non-normative publication (e.g., Supplement, Implementers' Guide, Technical Report or Technical Paper, etc).

NOTE - ITU-T Templates for Recommendations, Supplements, and Technical Papers are available at:

<http://www.itu.int/en/ITU-T/studygroups/Pages/templates.aspx>

**Annex
Template for A.1 justification for new work item (NWI) proposal**

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| **Question:** | [Insert question number(s)]/17 | **Proposed new ITU-T Recommendation** | [Insert Venue], [Insert SG17 meeting beginning date – [Insert ending date] |
| **Reference and title:** | Recommendation ITU-T [Insert the NWI abbreviation X.xxx] "[Insert the Recommendation title]" |
| **Base text:** | [Insert as: C nnn] or [Insert as: TD nnnn] | **Timing:** | [Insert year] -[Insert month] |
| **Editor(s):** | [Insert the name of editor(s)], [Insert the membership of editor(s)], [Insert the email address of editor(s)] | **Approval process:** | [Choose the approval process from the drop-down list] |
| **Scope** (defines the intent or object of the Recommendation and the aspects covered, thereby indicating the limits of its applicability): |
| [Insert the scope] |
| **Summary** (provides a brief overview of the purpose and contents of the Recommendation, thus permitting readers to judge its usefulness for their work): |
| [Insert the summary] |
| **Relations to ITU-T Recommendations or to other standards** (approved or under development): |
| [Choose the relation from the drop-down list] |
| **Liaisons with other study groups or with other standards bodies:** |
| [Insert the liaison] |
| **Supporting members that are committing to contributing actively to the work item:** |
| [Insert member states], [Insert sector members], [Insert associate members], [Insert academia members] |

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